



PHIS Data Field Definitions

DRAFT

PHIS Data Fields Definitions

Purpose

The PHIS will provide a single, web-based application portal for use by all levels of the plant health responders within the Agency (e.g., executives, managers, incident commanders, field personnel) as well as cooperating entities outside the Agency (e.g., diagnostic laboratories, state, local, academic, industry).

The PHIS will support the business processes necessary to manage plant health emergency and domestic programs. The major business processes are: 1) survey; 2) diagnostics; 3) regulatory; 4) control (chemical, biological, SIT, and mechanical); and 5) mapping/reporting.

The purpose of this document is to define all data elements that are used in the PHIS system so as to make all users aware of when and why to select certain values as opposed to others, increasing the overall integrity of the system.

Event Details		
Field Group	Field Name	Instructions
Event Information	Name	Enter the name for the event you will be using PHIS to manage. Often times, this name will be the common name of the pest related to the regulatory program. You do not need to include any physical location identifiers as that information is stored within the events data.
	Date	Enter the start date of the event. Most often this will be the same day that you are creating a new event record, however, you could pre-create the event for use at a future date at which time you would enter the date the event is to start.
	Description	Enter a brief description of why the event has been created.
	PPQ Office Location	Enter the closest PPQ office location used to manage the event.
	Event Group	If the state-specific event is part of a larger program, such as a regional or national survey, select the larger group that this event is a part of. Note: If you are the first event created as part of a larger program you can select "Other" in the Event Group drop down list and then provide the name of the larger program in the "Add New Event Group" text box. Be sure to enter a name that defines that program as a whole.
Target Pest(s)	Common Name	The common name of the pest added as a target pest of the event.
	Scientific Name	The scientific name, including genus and species, of the pest added as a target pest of the event.
Labs	Lab(s)	Add labs that will be included in the diagnostic processes of this event. This could be one lab, or multiple labs depending on if you use intermediate labs to provide an initial identification before being forwarded for national identification.

Event Details		
Field Group	Field Name	Instructions
Event Area Information	State	Enter the state where the event is taking place. Note: An event can only take place in a single state, however, if the event is part of a larger program, state events can be tied together through using the Event Group field. This is how multiple events can be tied together for tracking and reporting.
	County	Enter the county or counties where the event is taking place.
	Supplemental Information	Enter any additional comments related to the geographic location of the event.
Survey Job Area		
Field Group	Field Name	Instructions
Location Point Details	Shape	Enter the geographic shape that will be used to define the survey location area.
	County	Enter the county the shape is in. Note: If the shape crosses county lines, the centroid of that shape should be used to decide which county the shape is in.
	Latitude	Enter the latitude of the point. Note: Latitude and Longitude are used to build shapes. For instance one latitude and longitude pair could describe one point of a polygon or one corner of a square. It would be best to use the map function to define your latitude and longitude pairs unless you already have the coordinates of your shape.
	Longitude	Enter the longitude of the point.
	Radius (in miles)	Enter the radius of the circle. This is only valid and visible if Circle is selected as your shape.
Add Survey Location	Name	Enter the name of the location area you are defining. This is very important as it will be your only way of recognizing a specific location.
	Township/Range	Enter the township/section/range combination that this area is within.
	Type	Enter the type of location area being defined. If other is selected, use the "Other Type" field to define what type of location area is being defined.
	Size	Enter the size of the location area.
	Size Units	Enter the units to describe the size of the area.
	Remarks	Enter any additional comments pertaining to the location area that could help in identifying the physical location.
Point of Contact Details	First Name	Enter the first name of the point of contact for this survey location area.
	Middle Name	Enter the middle name of the point of contact for this survey location area.
	Last Name	Enter the last name of the point of contact for this survey location area.
	E-Mail	Enter the email address of the point of contact for this survey location area.

Survey Job Area		
Field Group	Field Name	Instructions
	Address 1	Enter the address line of the point of contact for this survey location area.
	Address 2	Enter the address line of the point of contact for this survey location area.
	City	Enter the city of the point of contact for this survey location area.
	State	Enter the state of the point of contact for this survey location area.
	County	Enter the county of the point of contact for this survey location area.
	Zip	Enter the zip of the point of contact for this survey location area.
	Phone	Enter the phone number of the point of contact for this survey location area.
	Fax	Enter the fax number of the point of contact for this survey location area.
Survey Job Request		
Field Group	Field Name	Instructions
Survey Job	Name of Survey Job	Enter the descriptive name for the survey job. Note: This name will be used to help you identify specific survey jobs so use a name that will be common in helping any user identify where and what will be surveyed.
	Number of Occurrences	Enter the number of times the survey must be conducted.
	Occurrence Frequency (In Days)	Enter the number of days to be used in conjunction with the number of occurrences to set up servicing dates. For Example: To service a location once a week for 10 weeks I would enter 10 for Number of Occurrences and I would enter 7 for Occurrence Frequency.
	Projected Survey Date	Enter the projected date that survey will begin.
	Survey Type	Select the type of survey being conducted.
	Survey Method	Select the general method being used to conduct the survey.
	Survey System	Select the name of the system being used for survey data collection.
	No. of Expected Records	Enter the number of survey records you expect to be returned to PHIS based on the area being covered and the survey method being used. Note: This field is very important because it helps compare expected outcomes with actual outcomes.
	Remarks	Enter any additional comments related to requesting survey work to be completed.

Survey Job Request			
Field Group	Field Name	Instructions	
Survey Locations	Survey Location	Enter the Survey Location Area(s) you are assigning the type of work explained above to. This is the area where the actual surveying will take place.	
Survey Details			
Survey Type	Survey Block	Field Name	Instructions
General Survey (Single-Visit)	Main	Survey Name	The unique name entered for a survey data record.
		Date	The date when the survey record was created.
		Location ID	The PHIS location identifier where the survey data was collected.
		Location Type	The type of the location.
		Cultivar	The particular variety of a plant species or hybrid.
		Comments	Comments entered for a survey data record.
		Collector	The person responsible for collecting the survey information.
		Address	The physical address, city, state, and zip code of the location.
		FIPS Code	The 5 digit FIPS code (state + county) of the physical location.
		County	The county of the physical location.
		Latitude	The latitude of a GPS coordinate.
		Longitude	The longitude of a GPS coordinate.
		Symptoms	The data block containing the symptoms exhibited.
	Main – Host Plant Record	Scientific Name	The scientific name of the host material.
		Common Name	The common name of the host material.
		Crop Situation	The NAPIS defined crop situation of the host material.
		Crop Life Stage	The NAPIS defined crop life stage of the host material.
	Pest Records	Survey Date	The date the survey was performed.
		Survey Time	The time the survey was performed.
		Life Stage	The life stage of a pest observed/collected.
		Count	Number of pests observed/collected.
		Sample ID	The unique identifier of the sample collected for the specific pest record.
		Sample Type	The type of the sample collected for the specific pest record.
		Comments	Comments entered for the specific pest record.

Survey Details			
Survey Type	Survey Block	Field Name	Instructions
Trap Survey (Multi-Visit)	Custom Fields	Custom Fields	The data block containing other fields that were not explicitly identified as elements in the message.
		Field Name/Value	The data block containing other fields that were not explicitly identified as elements in the message.
	Main	Survey ID	The system id identifying the record returned from the survey system.
		Survey Name	The unique name entered for a survey data record.
		Date	The date when the survey record was created.
		Location ID	The PHIS location identifier where the survey data was collected.
		Comments	Comments entered for a survey data record.
		Collector	The person responsible for collecting the survey information.
		Custom Fields	The data block containing other fields that were not explicitly identified as elements in the message.
	Trap Site Records	Trap Site Record ID	The system id identifying the trap site returned from the survey system.
		Location Type	The type of the location.
		Cultivar	The particular variety of a plant species or hybrid.
		Trap Number	The trap number used to describe the trap site.
		Comments	Comments entered for a trap site record.
		Address	The physical address, city, state, and zip code of the location.
		FIPS Code	The 5 digit FIPS code (state + county) of the physical location.
		County	The county of the physical location.
		Latitude	The latitude of a GPS coordinate.
		Longitude	The longitude of a GPS coordinate.
		Custom Fields	The data block containing other fields that were not explicitly identified as elements in the message.
	Trap Site Records – Host Plant Record	Scientific Name	The scientific name of the host material.
		Common Name	The common name of the host material.
		Crop Situation	The NAPIS defined crop situation of the host material.
		Crop Life Stage	The NAPIS defined crop life stage of the host material.

Survey Details				
Survey Type	Survey Block	Field Name	Instructions	
	Trap Service Records	Trap Service Record ID	The system id identifying the trap service returned from the survey system.	
		Trap Status	The current status of the trap.	
		Trap Action	The current action being applied to the trap.	
		Service Action	The current action being conducted for this service.	
		Service Date	The date when the service is being conducted.	
		Service Time	The time when the service is being conducted.	
		Symptoms	The data block containing the symptoms exhibited.	
		Comments	Comments entered for a trap service record.	
		Custom Fields	The data block containing other fields that were not explicitly identified as elements in the message.	
	Pest Records	Pest Record ID	The system id identifying the pest record returned from the survey system.	
		Survey Date	The date the survey was performed.	
		Survey Time	The time the survey was performed.	
		Life Stage	The life stage of a pest observed/collected.	
		Count	Number of pests observed/collected.	
		Sample ID	The unique identifier of the sample collected for the specific pest record.	
		Sample Type	The type of the sample collected for the specific pest record.	
		Comments	Comments entered for the specific pest record.	
		Custom Fields	The data block containing other fields that were not explicitly identified as elements in the message.	
	Diagnostic Request			
	Field Name	Instructions		
Survey Job(s)	Select the survey job(s) you would like to submit sample for diagnostics from.			
Sample ID(s)	Select the samples to send for diagnostic work.			
External System	Select the system to be used for providing diagnostic results.			
	<p>PHIS – Select this system if the PHIS extranet will be used to record results of samples.</p> <p>Pest Identification Database - Select this system if sample will be forwarded onto a lab this is currently using the PestID database as a component of AQAS for providing diagnostic results.</p>			
Lab	Select the lab that will be providing diagnostic results. Note that labs capable of providing final determination are marked with *FD at the end of the lab name.			

PHIS DATA FIELD DEFINITIONS

Diagnostic Request		
Field Name	Instructions	
Priority	Select a priority corresponding to the importance at which this sample should be processed by. This field correlates the Pest ID urgent list.	
Submitting User	Select the user that is submitting the samples.	
Shipping Carrier	Enter the shipping carrier if the samples are being sent through the mail.	
Tracking Number	Enter the tracking number of the sample shipment.	
Diagnostic Results (Intranet/Extranet)		
Field Name	Instructions	
Test Finished Date	Enter the date the results are being found. This is not the date you are entering the information.	
Determined By	Select the user that is providing the results. This is not the user that is entering the information but rather the person that is actually running the tests.	
Processing Method	If a processing method is being used, select the processing method.	
Diagnostic Method	Select the diagnostic method used in determining the results. If the method you are using is not listed, select other and use the "Other Method" to add your method to the list.	
Diagnostic Result	Select the result of your test.	
Pest Name	Select the pest name of the specimen.	
Remarks	Enter any additional comments pertaining to the diagnosis of the current specimen.	
Regulatory Request		
Field Group	Field Name	Instructions
Main	Emergency Notification System	Select the system being used to store the EAN records.
	Issuing Office	Select the PPQ office in which the EAN is being issued.
	Date Issued	Enter the date the EAN was issued.

Regulatory Request		
Field Group	Field Name	Instructions
	Category	Select a category. The user must select the appropriate category as the other fields in this block are dependant on it.
	Plant Products	The selection is for fresh cut flowers, fresh fruits and vegetables, logs, lumber, and propagative materials only. Any processed plant products (mulch, handicrafts, potpourri, Chinese Teas, etc.) will be found in the Miscellaneous Category.
	Miscellaneous Products	This category is for all products that do not fit into either Animal Products or Plant Products as defined above. Select the category that best fits the commodity. If there is not a category that fits your item please contact the help desk, National Coordinator, or Regional Coordinators before continuing. If the user selects miscellaneous, a description of the article must be entered. The description should be as accurate as the information available. For example, brake pads, bolt screws, linen fabric, stuffed toys, etc. If the product is agricultural but processed, the user must give an exact description for the article
	Quantity	Enter the numerical quantity of the shipment.
	Unit of Measure	When determining the article quantity, use the most specific number. For example, kilograms is a better selection than box count when dealing with most produce or meat products, but square meter is a better selection for veneer.
Location of Article	Survey Location Area	Select the Survey Location Area tied the location where the shipment is located when inspected.
	Address	Enter the address where the articles are located during inspection.
	Address 2	Enter the address where the articles are located during inspection.
	City	Enter the city where the articles are located during inspection.
	Zip	Enter the zip where the articles are located during inspection.
	State	Enter the state where the articles are located during inspection.
	Phone	Enter the phone where the articles are located during inspection.
	Fax	Enter the fax where the articles are located during inspection.
Delivery	Name	Enter the name of the company/individual accepting the goods as destination of the articles (delivery address). Do not use the broker as destination. Do not automatically assume that the consignee address and delivery address is the same.
	Address	Enter the address where the goods are intended to be delivered.
	Address 2	Enter the address where the goods are intended to be delivered.
	City	Enter the city where the goods are intended to be delivered.

PHIS DATA FIELD DEFINITIONS

Regulatory Request		
Field Group	Field Name	Instructions
	Zip	Enter the zip where the goods are intended to be delivered.
	State	Enter the state where the goods are intended to be delivered.
	Country Code	Enter the country where the goods are intended to be delivered.
Source	Name	Enter the name of the source (shipper).
	Address	Enter the address of the shipper.
	Address 2	Enter the address of the shipper.
	City	Enter the city of the shipper.
	Zip	Enter the zip of the shipper.
	State	Enter the state of the shipper.
	Country Code	Enter the country of the shipper.
	Phone	Enter the phone number of the shipper.
	Fax	Enter the fax number of the shipper.
Shipment ID Numbers	Customs Entry #	Enter the Customs Entry Number. Do not add any punctuation, numbers only.
	Tariff Number	Enter the 10 character tariff number as provided in ACS or ATS. This is indicated in ATS as the HTS number. Do not add any punctuation, numbers only.
	Airway Bill Landing Number	Enter the airway bill number.
	Identifying Number 1	Enter any additional identifying number.
	Number 1 Description	Describe what the previously entered number is.
	Identifying Number 2	Enter any additional identifying number.
	Number 2 Description	Describe what the previously entered number is.
	Identifying Number 3	Enter any additional identifying number.
	Number 3 Description	Describe what the previously entered number is.
Owner	Name	Enter the article owner. This will be the company name most of the time. If the shipment owner is individual, enter the name of the individual.
	Address	Enter the address of the owner.
	Address2	Enter the address of the owner.
	City	Enter the city of the owner.
	Zip	Enter the zip of the owner.
	State	Enter the state of the owner.
	Country Code	Enter the country of the owner.

Regulatory Request		
Field Group	Field Name	Instructions
Main	Phone	Enter the phone of the owner.
	Fax	Enter the fax of the owner.
	EAN Reason	Select a reason(s) that the EAN is being issued. The following is a guideline to help determine the reason. Pest – If a pest or disease is found on, in, or with a shipment. Do not enter a tentative ID. A national AQAS Pest ID number or PHIS diagnostic number will be required. Carrier Contamination – Shipment is found to have any contaminant that does not need to be sent to an identifier. Example include blood, soil, manure, etc.
	Pest	Enter the sample id number.
	Interception Date	Enter the date that the reason for writing the EAN was found. This date comes for the date the specimen was collected.
	Treatment	Select the appropriate treatment schedule. The treatment schedule MUST be provided by a PPQ identifier or PPQ Employee acting on behalf of an identifier.
	CFR Regulation Code	Select the CFR under which the shipment is being regulated. More than one CFR can be selected. To look up a CFR use this link: http://ecfr.gpoaccess.gov
	Remarks	If the user has any additional comments to make, they should be recorded in the Comment field. Do not repeat information that has previously been provided. Do not enter any pest name in this location.
	Inspecting Officer	Enter the name of the officer that inspected the shipment.
	Officer Phone Number	Enter the phone number of the PPQ office responsible for the EAN.
	Time Units	The user should select the units of time allowed before treatment begins.
	Time Period	The user should select the amount of time allowed before treatment begins.